

FOREST HILLS SCHOOL DISTRICT SOFTWARE PURCHASING PROCESS

PLEASE COMPLETE A SEPARATE FORM FOR EACH SOFTWARE TITLE

1. WILL THIS SOFTWARE BE USED BY ANY STUDENTS?

NO ☐ YES ☒

If NO, please complete Part 9 on page 3 and return to District Technology Coordinator.

If YES, please go to Part 2 and complete entire form.

2. IDENTIFY SOFTWARE, OBTAIN PREVIEW COPY (IF POSSIBLE) AND PILOT FOR ALLOTTED AMOUNT OF PREVIEW TIME. (SOME THINGS TO CONSIDER AS YOU TEST/PILOT SOFTWARE)

- Which grade levels and/or subject areas does this software support?
- How does this software specifically support and enhance curriculum, instruction, and/or assessment by using content standards or data?
- To what degree is the software “user friendly” for both the student and teacher, and flexible in its use by multiple ability levels?
- What management capabilities are available in the software? (i.e. To what degree, if any, does it track student performance and use?)
- To what degree does this software include both skill practice and student application practice opportunities?

**IF, AT THIS POINT, YOU WOULD LIKE TO PURCHASE THE SOFTWARE, GO TO THE NEXT STEP*

3. COMPLETE THE SOFTWARE PURCHASE APPROVAL FORM AND SUBMIT TO YOUR BUILDING PRINCIPAL FOR COMPLETION

4. ASK YOUR PRINCIPAL TO SIGN, THEN SUBMIT THIS APPLICATION TO THE DISTRICT TECHNOLOGY COORDINATOR

5. TECHNOLOGY SOFTWARE COMMITTEE WILL:

- review request for software purchase.
- make a recommendation based on the alignment of the recommended software to district curriculum and instructional needs.
- recommend an appropriate funding source.
- notify principal in writing of the committee’s recommendation.
- facilitate the purchase order process with Principals, Business Office and Technology Department.

FOREST HILLS SCHOOL DISTRICT
SOFTWARE PURCHASING PROCESS

Submit to Software Committee, Forest Hills School District
Please complete a separate form for each software title.

6. **Site/School:** **Date:**

Person(s) Requesting Software:

Cost of Software:

Software Title:

Software Producer:

7. **Intended Education Use**

- a. Which grade levels and/or subject areas does this software support?
- b. How does this software specifically support and enhance curriculum, instruction and/or assessment?
- c. To what degree is the software “user friendly” for both the teacher and student and flexible in its use by multiple ability levels?
- d. What management capabilities are available in the software? (i.e. To what degree, if any, does it track student performance and use?)
- f. To what degree does this software include both skill practice and student application practice opportunities?
- g. Is this software compatible for students w/disabilities (i.e. visual, hearing, physical or cognitive). Yes ☒ No ☐
- h. Does this program work w/assistive technologies)? Yes ☒ No ☐

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8. Does the software help create a learning environment...

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where teachers assess and use software to support student projects and products?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where teachers facilitate learning activities that produce projects and products that emphasize problem solving, data collection, information management, communication, and decision-making?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where students create projects that solve complex problems?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where students can work in teams, where they support each other, and develop meaningful relations?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where students experience an integrated curriculum that has specified outcomes and crosses academic boundaries?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where students see the connections among ideas and understand that the process is as important as the final product?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	where students cultivate and pursue their own interests?

TO BE COMPLETED BY PRINCIPAL WITH ASSISTANCE FROM BUILDING TECH COORDINATOR

9.

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the software compatible with currently installed hardware?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is new/additional hardware necessary to run the software? If so What? <div style="border: 1px solid black; height: 30px; width: 350px; margin-top: 5px;"></div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the software upgradeable?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the software compatible with current and/or proposed future network configurations?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can the vendor provide timely delivery and offer ongoing technical support?

Catalogue Title and Page Number:

online subscription service

Title/Version:

BrainPOP, BrainPOP, Jr and BrainPOP ESL

Number and Type of Licenses Requested:

web-based; unlimited access; pricing based on st. enrollment

Individual**Network****Lab Pack(s)**

Funding Source:

Building Principal Signature: _____

FOREST HILLS SCHOOL DISTRICT
SOFTWARE PURCHASING PROCESS

Software Purchase Approval Form

10. LEAVE BLANK: TO BE COMPLETED BY SOFTWARE COMMITTEE

Comments:

Status: _____

Date: _____

Follow-Through Requirements: _____
